Erie County Technical School

8500 Oliver Road, Erie, PA 16509
Joint Operating Committee
Meeting Minutes

Thursday, May 26, 2022

- The Erie County Technical School Foundation Meeting was held from 6:03pm to 6:08pm.
- Discussion regarding waterline to the Skills Center Building from Flower Road and bid concerns.
- Student Spotlight – Facility Maintenance Students presentation of Make-A-Wish project.
- Discussion regarding a wetland delineation if property is sold. Approximately 80-100 acres may be considered.
- The Comprehensive Plan has been available for public review. Improving NOCTI scores and increased presence on social media are main goals in the plan.
- Building renovation phase update – presented by Mr. VonVolkenburg; we are on track and some areas are nearing completion, May 25 auction of excess equipment, review of renovation charts. Suggest adding placeholders in the contingency report and change order report to indicate anticipated changes.
- The executive session was held from 7:10pm to 7:24pm to discuss personnel matters.

1. Call to Order

- Mr. Ring, chairperson, called the regular meeting to order at 7:26pm

A. Moment of Reflection
B. Pledge of Allegiance
C. Roll Call

- Sandy Carr, substitute for Board Secretary called the roll

Committee Members	District	Present	Absent
David Mahoney	Fairview		X
Dennis Fortin	Fort LeBoeuf		X
Timothy Wise	General McLane		X
Dennis Olesnanik	Girard	X	
Terri Brink	Harborcreek	X	
Julie Abele	Iroquois		X
Michael Lindner	Millcreek	X	
Corrie Boyd	North East	X	
Sam Ring	Northwestern	X	
Stephen Gilbert	Union City		X
Steve Morvay	Wattsburg	X	

Administrators	Position	Present	Absent
Rick Emerick	Superintendent of Record		X
Joseph Tarasovitch	Director	X	
Timothy Sennett	Solicitor	X	
Julie Aiken	Principal	X	
Jessica Garnica	Business Manager		X
Catherine Doty	Administrative Services/HR Coordinator		X
Del VonVolkenburg	Facilities Manager	X	
Michael Miller	Technology Manager	X	
Lesa Scalise	Supervisor of Student Services	X	
Sandra Carr	Supervisor of Student Services	X	

Public Attendees: Facility Maintenance students and Scott Webb (instructor)

- Chairperson, Ring, announced an executive session meeting was held prior to the Joint Operating Committee meeting to discuss personnel matters.

2. Amendments

A. Amendment Approval
B. Addition of Draft Meeting Minutes 4/28/22 to 3A
Addition of Business Manager Report to 8A
Addition of Statement of Activities to 8C
Addition of Open Invoices to 8D
Addition of VISA Procurement Card Payment to 8F
Addition of Motion Under Solicitors Report
Motion amendment to add to wording to motion 7K under operations "contingent upon a legal review".

Recommended Action: Motion to approve amendments moved by Morvay, with second by Boyd
The motion is approved with all "Ayes" voice vote

3. Meeting Minutes

A. Meeting Minute Approval – 04/28/2022

Recommended Action: Motion to approve the 04/28/22 Meeting Minutes as presented moved by Brink, with second by Boyd
The motion is approved with all "Ayes" voice vote
Copies are filed with the official minutes

4. Student Accomplishments/Highlights

A. Student Spotlight – Facility Maintenance students – Make-A-Wish Project
B. Students of the month

5. Guest and Public Comment

- None.

6. Important Items Coming to the ECTS

- June 1st is graduation/senior awards at Fort LeBoeuf with 3 sessions.

7. Operations

A. New Business
B. 2022-2023 Freshman Enrollment Data
C. 2021-2022 NOCTI Results
D. Curriculum - STS
   Recommended Action: Motion to approve the Articulation Agreement between The Institute of Medical and Business Careers and the Erie County Technical School for the Health Assistant and Sports Therapy and Exercise Science programs.
E. Donation – STS
   Recommended Action: Motion to accept the donation from Mercyhurst University's Physical Therapy program.
F. Future Ready Comprehensive Plan
   Recommended Action: Motion to approve and submit the Erie County Technical School's Future Ready Comprehensive Plan to the Pennsylvania Department of Education.
G. 2022-2025 NPRC Agreement
   Recommended Action: Motion to ratify the Articulation Agreements between Northern Pennsylvania Regional College and the Erie County Technical School for the Early Childhood Education program.
H. 2021-2022 Audit Engagement Letter
I. 2022-2023 The Nutrition Group Contract
   Recommended Action: Motion to accept the contract with the Nutrition Inc. Group for the 2022-23 school year.
J. 2022-2023 IU5 Lease
   Recommended Action: Motion to approve the lease agreement or the Regional Choice Initiative for the 2022-2023 school year.
K. Skill Center Water Line
   Recommended Action: Motion to install stand-alone water line to the Skills Center with the lowest bid provided by Scobell Company, Inc. and Spaeder Plumbing, contingent upon a legal review.
L. Wet Land Delineation
   Recommended Action: Motion to have Atlas Technical Consultants conduct the Wetland Delineation Assessment.
M. Professional Unit Contract
   Recommended Action: Motion to approve the Professional Unit Contract
N. Old Business
O. Procedure 126
P. Approve Operations Section of the Agenda
   Recommended Action: Motion to approve operations section of the agenda moved by Brink, with second by Boyd
   The motion is approved with all "Ayes" voice vote

8. New Financial Items

A. Business Manager Report
B. Treasurer Report
C. Statement of Activities through April 30, 2022
D. Checks and Wire Transfers for April 2022
- General Fund - $354,392.91
- Capital Projects Fund - $1,139,344.44
- Student Activities Fund - $0

E. Invoices Payable
- General Fund - $173,246.63
- Capital Projects Fund - $0
- Student Activities Fund – $324

F. VISA Procurement Card Payment
- April 2022 - $51,856.94

G. Approval of Financial Items Section of the Agenda
Recommended Action: Motion to approve Financial Items Section of the Agenda as presented, moved by Boyd, with second by Brink
The motion is approved with all "Ayes" voice vote

9. Administrative Services and Human Resources

A. Administrative Services and Human Resources Report
B. Resignations and Retirements
- Sorensen Agreement

C. Hiring
- Approve two Technology Summer Help positions at a rate of $9.50 per hour for a period not to exceed 16 weeks or a total of $3,800 each.
  Recommended Action: Motion to approve two Technology Summer Help positions at a rate of $9.50 per hour for a period not to exceed 16 weeks or a total of $3,800 each.
- Approve Joshua Conner as a part-time Custodian (C2) effective May 31, 2022, at the rate of $17.13 per hour
  Recommended Action: Motion to approve Joshua Conner as a part-time Custodian (C2) effective May 31, 2022, at the rate of $17.13 per hour
- Approve payment to the instructors (Trippi, Foulkrod, Webb, Garvey, Mazanowski, Newell, Litz, Taylor) at the current curriculum development rate of $45 per hour up to a maximum of 12 hours per instructor
  Recommended Action: Motion to approve payment to the instructors (Trippi, Foulkrod, Webb, Garvey, Mazanowski, Newell, Litz, Taylor) at the current curriculum development rate of $45 per hour up to a maximum of 12 hours per instructor

D. Policy Review
- Advance Board Policy Revisions as noted in the attached policies and Table of Content.

Recommended Action: Motion to advance Board Policy Revisions as noted in the attached policies and Table of Content.

E. Approve Administrative Services and Human Resources Section of the Agenda
Recommended Action: Motion to approve Administrative Services and Human Resources Section of the Agenda moved by Brink, with a second by Boyd
The motion is approved with all "Ayes" voice vote

10. Reports

A. Superintendent – Emerick
- Absent, sends regrets for not being able to attend

B. Director – Tarasovitch
- Dinner with Instructor Event – 669 Reservations, 521 guests attending
- Employee of the Month: Kim Schley
- End-of-year conferences with instructors went well

C. Solicitor – Sennett
- Approval of Human Resources Settlement Agreement
  Recommended Action: Motion to approve Human Resources Settlement Agreement moved by Brink, with a second by Boyd
  The motion is approved with all "Ayes" voice vote

D. Principal – Aiken
- Postponed fundraiser until May 30. Funds are over $500 with $1500 as the goal.

E. Approval of Reports Section of the Agenda
Recommended Action: Motion to approve the Reports Section of the Agenda moved by Brink, with a second by Boyd
The motion is approved with all "Ayes" voice vote

11. Supplemental Reports and Information

A. Facilities Report
B. Technology Report
C. Instructional Support Services Report
D. JOC Member Attendance Report
E. Secondary Program Enrollment Report
F. Transition Center Enrollment Report
G. Disabled Population by Program
H. Disabled Population by District
I. Business Partnership Coordinator Report
J. Enrollment and Community Engagement Coordinator Report
K. Career Planning Coordinator Report
L. RCTC Report
M. COW-Estok Properties, LLC Renovation Report
N. JOC Renovation Report

12. Statue-Related Business

A. Staff Travel > 400 Miles
B. Fundraising
C. Facility Use Request (for-profit groups only)

13. Board Actions

- NONE

General Matter:

- NONE

14. Adjournment

A. Adjourn

Recommended Action: Motion to adjourn moved by Brink, with a second by Boyd
The motion is approved with all “Ayes” voice vote

Mr. Ring, JOC Chairman, adjourned the meeting @ 7:41pm

15. Reminders

- Next Meeting Date
  Thursday, June 23, 2022 @ 6:00pm

Generated by Jessica I. Garnica,
Secretary Joint Operating Committee